



Job Location: 505 Deaderick Street, Nashville TN 37243

DHS Auditor 2

The Tennessee Department of Human Services' (TDHS) mission is to offer temporary economic assistance, work opportunities and protective services to improve the lives of Tennesseans. Our vision is to be a leader in effectively partnering with human service customers in establishing or re-establishing self-sufficiency to create a better quality of life.

The Department is responsible for administering numerous programs and services to nearly two million Tennesseans, including but not limited to, Families First, the state's Temporary Assistance for Needy Families (TANF) program, Supplemental Nutrition Assistance Program (SNAP), Child Support, Child Care Licensing and Assistance, Adult Protective Services, Summer Food Service Program (SFSP), Child and Adult Care Food Program and Rehabilitation Services. TDHS has nearly 20 funding streams and operates a budget of over \$3 billion.

The Auditor 2 is responsible for performing both specialized and general auditing tasks. The Auditor 2 will have exposure to all aspects of Audit Services which will support both professional and career development goals.

Position Responsibilities:

- Assist in conducting compliance audits of State departments, agencies, institutions, schools or private agencies receiving state or federal funds to determine statutory compliance
- Assist in conducting operational audits of state or private agencies to evaluate the efficiency and effectiveness of various programs
- Prepares draft audit narrative reports from work paper summaries under direct supervision, to document audit results, clearly communicate results, and make recommendations for corrective actions
- Prepares electronic work papers and supporting documentation from a review of records and other auditing resources to identify legal, financial, compliance, and/or administrative problems or discrepancies under direct supervision
- Communicates with internal and external customers in a friendly and courteous manner to promote healthy relationships and provide exceptional customer service

Position Requirements:

- Bachelor's Degree in Accounting , Business, or a related field
- Knowledge (basic) of auditing principles and practices
- Critical thinking, reasoning and problem solving skills
- Excellent verbal and written communication skills
- Willingness to earn Certified Fraud Examiner (CFE) certification within 2 years
- Proficient in Microsoft Office Suite: EXCEL, Word, Outlook, and has the ability to generate reports, electronic spreadsheets and have the ability to effectively communicate with internal and external customers

Key Competencies Required:

- Personal integrity
- Time management
- Verbal and written Communications
- Planning

Information regarding State of Tennessee benefits:

<https://www.tn.gov/hr/topic/benefits>

How to Apply:

Please submit resume and cover letter outlining your related experience to talent.management.dhs@tn.gov.

All email submissions must include in the subject line: DHS Auditor 2 -

Target Salary: \$38, 460, Salary will be commensurate with knowledge, skills and experience directly related to this job.

Travel: The position will require 50% or more travel within the State of TN with most of the travel being overnight.

Applicants for this class exposed to Federal Tax Information may require background screening:

- Complete a criminal history disclosure form in a manner approved by the appointing authority;
- Agree to release all records involving criminal history to the appointing authority;
- Supply a fingerprint sample prescribed by the TN Bureau of Investigation based criminal history records clerk

Any position could ultimately be designated as work from home, mobile work or free address (i.e. Free Address: Employees work in office and can choose from various space options based on need for a given day such as private meeting rooms, conference rooms, collaborative spaces and enclaves for individual work assignments.)

Pursuant to the state of Tennessee's policy of non-discrimination, The Tennessee Department of Human Services does not discriminate based on race, sex, color, creed, pregnancy, national or ethnic origin, age, disability or military services—in the admission or access to, or treatment or employment in its programs, services or activities.